

Lesson 1 General Record Management



Objective

By the end of this lesson each student should be able to:

1. Define a record.
2. List the different types of records and give examples of each.
3. Explain why Records Management is important.
4. Identify laws associated with Records Management and penalties for improper Records Management.
5. Identify the life-cycle stages that BLM uses to manage records and explain the purpose of each stage in the process.
6. List key players in the Records Management process.
7. Describe the key responsibilities for each key player in the Records Management process.

Overview

- Definition of a Record
- Types of Records
- Importance of Records Management
- Laws that apply to Records Management
- Records life-cycle
- Key Players in Records Management

Official Definition of A Record

" All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organizations functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of data in them."
... 44 U.S.C. 3301

What is/is not a record?

Records are evidence of what BLM does. BLM records capture its business activities, such as contracts, business correspondence, financial statements, etc.



Types of Records

- ❖ Permanent
- ❖ Temporary



Permanent Records

Never destroyed!

Examples:

- Patents Issued
- Resource Mgmt. Plan
- Rights-of-Way Grants



Temporary Records

- Are destroyed after a fixed period of time, or after the occurrence of an event.
- May be destroyed in place by an agency when the retention period is over.



Format Examples

- Electronic
- Paper
- Microfiche/Microfilm
- Audiovisual



Why is Records Management Important?

BLM values the information in their records for the following:

- Administrative Value
- Fiscal Value
- Legal Value
- Evidential Value
- Informational Value
- Research Value



Laws That Apply to Records Management



Federal Records Act
(U.S.C. chapters 21, 29, 33 of title 44)

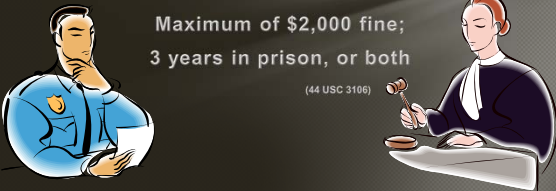
Paperwork Reduction Act
(44 U.S.C. 35)

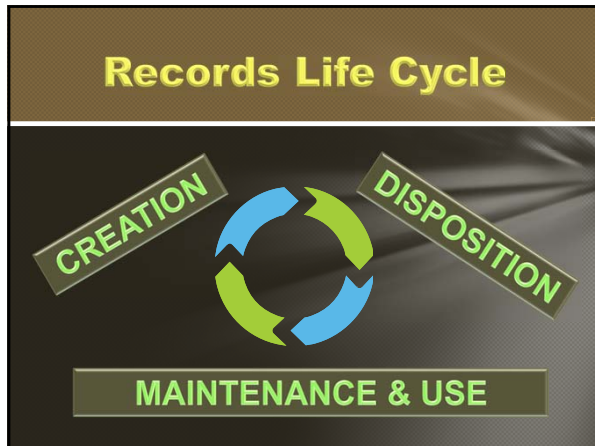
36 CFR XII
(NARA's Regulations)

Criminal Penalties

For the willful and unlawful destruction, damage, or alienation of Federal records!

Maximum of \$2,000 fine;
3 years in prison, or both
(44 USC 3106)





Creation

During the creation stage records must be reviewed for :

- Retention value
- Maintenance and use requirements
- Scheduled for disposition authority from NARA

Maintenance & Use

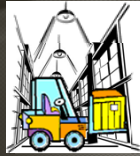
Involves the organization, storage, access, retrieval, and distribution of BLM records.

Effective and efficient maintenance will result in:

- Easy access by authorized users
- Easy retrieval
- Security of proprietary, confidential, sensitive, and Privacy Act-protected information
- Appropriate preservation

Disposition

The actions taken regarding records when they are no longer needed for current Government business.



Records Management Key Players

Records
Administrator



Records Management Key Players

Records
Manager



Records Management Key Players

Records Custodians



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5. Identify the life cycle stages BLM uses to manage records and explain the purpose of each stage in the process.
6. Explain why the Records Management process is important.
7. List key players in the Records Management process.
8. Describe the key responsibilities for each key player in the Records Management process.

Summary

- Definition of a Record
- Types of Records
- Importance of Records Management
- Laws that apply to Records Management
- Records life-cycle
- Key Players in Records Management
